



STEVE WESTLY  
California State Controller  
DIVISION OF COLLECTIONS

**SAFE DEPOSIT BOX  
INVENTORY FORM**

<b>Section 1</b>		Safe Deposit Box #:		Lien Amount:	
		Branch #		Date of Abandonment:	
				Last Notification Date:	
		Date of Inventory:		SSN:	
Holder Name		Owner Name 1 (Last, First, and Middle Names)			
Street or P.O. Box		Owner Name 2 (Last, First, and Middle Names)			
City	State	Zip	Mailing Address		
<b>Section 2</b>		City		State Zip	

Please check the box if these items are included in the Safe Deposit Box. A count or itemized description is not needed for these items.

**Vital Statistics**

- ☐ Birth Certificates  
☐ Death Certificates  
☐ Marriage Certificates

**Legal Documents/Agreements**

- ☐ Last Will and Testament  
☐ Divorce Decrees  
☐ Adoption Papers  
☐ Abstracts/Agreements/Deeds/Property Titles  
☐ Mortgages  
☐ Car Titles  
☐ Passports

**Other Documents**

- ☐ Life Insurance Policies  
☐ Income Tax Records/Receipts  
☐ Bank Statements/Cancelled Checks/Etc.  
☐ Service Records/Military or Other  
☐ SSN Records  
☐ Marriage Certificates  
☐ Birth Certificates  
☐ Naturalization Papers

**Miscellaneous Papers**

- ☐ Letters/Postcards/School Info/Licenses  
☐ Receipts and Other Misc. Papers

**Media**

- ☐ Photos/Negatives/Videos  
☐ Cassettes/Diskettes/CDs/Etc.

**Additional**

- ☐ Tangible Contents  
(Use form SDU-090103B, pages 1-4.)

**Section 3**

WE HEREBY CERTIFY THAT THIS IS A COMPLETE AND ACCURATE INVENTORY OF THE CONTENTS OF THE ABOVE SAFE DEPOSIT BOX OPENED IN OUR PRESENCE. (PLEASE INDICATE THE NUMBER OF ADDITIONAL INVENTORY PAGES INCLUDED WITH THIS REPORT \_\_\_\_\_.)

Signature of bank officer		Date		Signature of other bank employee present		Date	
Printed name and title of above officer		Date		Printed name and title of above employee		Date	

**RELEASE OF CONTENTS**

**Section 4**

On \_\_\_/\_\_\_/\_\_\_, upon receipt of \$\_\_\_\_\_, which represents:

- ☐ Past due rent   ☐ Drill costs   ☐ Storage fees

The contents described in this inventory were released to \_\_\_\_\_, who has signed below to acknowledge receipt of all of the contents as itemized and who hereby releases this institution from all responsibility.

Signature of person receiving contents		Date		Name and identification of recipient		Date	
Signature of bank officer present		Date		Signature of other bank employee present		Date	